Burlington Open Space Addendum_Outreach and Engagement Plan												
Task	Who?	January	February	March	April	May	June	July	August	September	October	
Work with Scott and IT to develop project webpage: Project description and purpose and links to documents Meeting announcements and details Public feedback form (Drafted and edited before 2/1/21 Other items over time (maps, NBS profiles, draft addendum, etc.)	Steve											
Feedback Form https://www.surveymonkey.com/r/Nature_Based	Steve											
Artist Infographic 01 - 10-slide comic illustrating nature based solutions and how to take action/get involved	Tender Warrior		First Week of February									
Artist Infographic 01 - visualization of Burlington with nature-based solutions identified; voice over by Rebecca; possibly a Prezi of the final product if its closely aligned with final addendum	Tender Warrior		Created by third week of February									
Flyer – announcing initiative, image focused – integrate artist graphics, directing to webpage, for use in print (who/where/how many) and social media announcements	l Liz	Draft										
Direct communications – to other boards, committees, and organizations	Zoe/Dan/Scott											
Social media communications – Parks and Rec FB/Instagram, share with other partners	Liz/Dan											
Public Access and Public Radio – announcements using artist created materials	Dan		late February									
Survey – to collect feedback on potential NBS for Burlington (online and paper versions)	Liz			Create surve	y April Launch	1						
Advertise March Public Meeting 01/Virtual Summit - on webpage, print and social media, through NPAs, and any other channels.	All											
Draft and distribute announcement to NPAs once the definition and webpage are complete.	Dan/Steve											
Attend other Board/Committees/Orgs meetings and give a 10-15 min presentation and announce	e the 3/29 Summit	and other wa	ys to be engaged	l:								
Coordinate with groups to get on agendas	Steve/Scott/Dan											
Parks and Rec Staff Meeting - short presentation and breakout groups	Steve/Liz		February 18 @ 1pm									
Parks Commission Meeting	Liz			March 9- 5: 00pm								
Winooski Valley Park District Meeting	Steve/Liz		February 16 Tuesday, 4: 30pm									
Planning Commission Meeting	Steve		February 23, 6:30 PM									
Wildways Meeting/Large Land Steward Meeting (invite UVM, Schools, etc.)	Steve/Liz/Maggie	∍?	February 25,									
Public Zoom Meeting/Summit 01 with breakout groups – open to all	Steve/Liz/Maggie/Antonia?			March 29th @	2							
JVM Class Meetings - Dan and Zoe will coordinate	Dan/Zoe/Steve				Early April							
NBS Profiles/Survey - Roll out NBS Profiles, and create a survey (print/online) for feedback and additional ideas	Liz				,							
Public Zoom Meeting 02 - or hybrid for final feedback on addendum and recommendations	Liz/Steve											
Planning Commission Meetings	Steve/Scott/Dan											
City Council Meetings	Steve/Scott/Dan/	/Zne										